



## INTER-HOSPITAL COORDINATING COUNCIL MEETING MINUTES

**Friday, July 13, 2018**

**Washoe County Health District Conference Room B  
1001 East Ninth Street, Reno, NV**

**Present: Chair, Brian Taylor (REMSA); Vice-Chair, Sean Applegate (Northern Nevada Medical Center); Member-at-Large, Margo Baxter (Renown Rehabilitation Hospital)**

<b><u>VOTING MEMBERS:</u></b>	
<b>Incline Village Community Hospital</b> – Mike Freed	
<b>Northern Nevada Adult Mental Health Services</b> –Andy Chao	<b>Carson City Health &amp; Human Services</b> – Not present
<b>Northern Nevada Medical Center</b> – Sean Applegate, Shelby Hunt	<b>Carson Valley Medical Center</b> – Not present
<b>Renown Regional Medical Center (including Renown Rehabilitation and Renown South Meadows)</b> – Tammy Oliver	<b>CERT</b> – Not present
<b>Saint Mary’s Regional Medical Center</b> – Kent Choma	<b>City of Reno Emergency Management</b> – Not present
<b>Tahoe Pacific Hospital</b> – Teresa Schumacher	<b>Department of Public Safety</b> – Not present
<b>REMSA</b> – Brian Taylor and Tyler Baker	<b>Donor Network West</b> – Not present
<b>Reno Fire Department</b> – Dennis Nolan	<b>Grainger</b> – Steve Schultz
<b>Washoe County Emergency Manager</b> – Kelly Echeverria	<b>Human Behavior Institute</b> – Not present
<b>Washoe County Health District</b> – Andrea Esp, David Gamble, Stephen Shipman, Dr. Todd, Brittany Dayton	<b>Inter-Tribal Emergency Response Commission</b> – Not present
	<b>Lakes Crossing</b> – Not present
	<b>Liberty Dialysis</b> – Not present
<b><u>NON-VOTING MEMBERS:</u></b>	
<b>ARES</b> – Bob Miller	<b>Maxim Healthcare</b> - Not present
<b>American Red Cross</b> – Not present	<b>National Weather Service</b> – Not present
<b>Belfor Property Restoration</b> – Brian Foote	<b>Nevada Air National Guard</b> – Not present
<b>Carson Tahoe Regional Medical Center</b> – Jim Freed	<b>Nevada Hospital Association</b> – Not present
<b>Community Health Alliance</b> – Sabrina Brasuell	<b>Nevada Medicaid LTSS</b> – Not present
<b>Life Care Center of Reno</b> – Lindsay Gay	<b>Nevada Pacific</b> – Not present
<b>ManorCare Wingfield Hills</b> – Not present	<b>Northern Nevada Hopes</b> – Not present
<b>Nevada Division of Public &amp; Behavioral Health</b> – Danika Williams	<b>NV Energy</b> – Not present
<b>Northern Nevada Infection Control</b> – Jennifer Connolly	<b>Pyramid Lake Health Clinic</b> – Not present
<b>Quail Surgery Center</b> – Cathy Retterath, Tara Larramendy, Valerie Oxhorn	<b>Renown Hospice</b> – Sarah Keys
<b>Reno Orthopaedic Clinic Surgery Center</b> – Not present	<b>Renown Skilled Nursing</b> – Not present
<b>Reno-Sparks Indian Colony HHS</b> – Daniel Thayer	<b>Reno Police Department</b> – Not present
<b>Summit Surgery Center</b> – Steve Burton	<b>Reno Tahoe Airport Authority Fire Department</b> – Not present
<b>Surgery Center of Reno</b> – Not present	<b>Sparks Fire Department</b> – Ed McDonald
<b>Tahoe Forest Hospital</b> – Mike Freed	<b>Summit Estates Senior Living</b> – Not present
<b>VA Sierra Nevada Health Care System</b> – Not present	<b>Truckee Meadows Fire Protection District</b> – Not present
<b>Washoe County Medical Society</b> – Dr. George Hess	<b>Truckee Meadows Water Authority</b> – Not present
	<b>Washoe County Medical Examiner’s Office</b> – Not present
	<b>Washoe County School District Police</b> – Not present
<b><u>GUESTS:</u></b>	
<b>Advanced Health Care of Reno</b> – Not present	<b>West Hills Hospital</b> – Not present
<b>American Home Companion</b> – Not present	<b>Willow Springs Hospital</b> – Not present
<b>Barton Memorial Hospital</b> – Not present	

**I. INTRODUCTIONS – Group**

**II. REVIEW OF ASSIGNMENTS AND APPROVAL OF June 2018 MINUTES – Brian Taylor**

As there are no representatives from Law Enforcement at this meeting, invitations will be put out to Law Enforcement officials to give input regarding street closures and detours during the special events.

Per Brian Passow, via Andrea Esp, the NDMS exercise currently scheduled for August 28 is on hold. There are several issues that are being worked on. An email will be sent out with more information when available.

The June 2018 minutes were approved.

**III. SPECIAL EVENTS UPDATE – Group**

- Artown – Various locations – through July 31
- Dragon Lights – Rancho San Rafael – through August 5
- Pack Picnic in the Park – UNR Quad – Wednesdays July 11 – August 15
- Super Hero Crawl – Downtown Reno - July 14
- Lucas Oil Off-road racing – Wild West Motorsports Park – July 20 – 21
- Nevada State Amateur Radio Convention – Boomtown Hotel/Casino – July 20 – 22\*
- Lantern Fest – Sparks Marina – July 21
- Night in the Country – Yerington – July 26 - 28
- Reno Open Barracuda Championship – Montreux – July 30 – August 5
- Hot August Nights – Various locations - August 6 – 12
- Food Truck Fridays - Idlewild Park – ongoing
- Reno Aces Baseball - ongoing
- 1868 Soccer – ongoing

\* The Emergency Manager's Breakfast is in conjunction with the NVCON this year at Boomtown. To be held on Friday morning, July 20. Andrea will send out the link to sign up for the breakfast.

Reno Fire Department indicated that, with the large fires currently happening in the West, they are low firefighters right now, which will reduce the available manpower for special events for the months of July and August.

**IV. FINANCE SUBCOMMITTEE – B. Taylor**

- Coalition Conference – The Finance Subcommittee discussed the suggested attendees for the Coalition Conference, to be held in November 2018 in New Orleans. At this time, the attendees will be Andrea Esp, Margo Baxter and Chief Nolan. The attendance at this conference keeps the coalition abreast of trends, etc. within coalitions.
- Supplies –
  - MCI Supplies – The subcommittee voted to purchase more of the MCI Command Kit supplies
  - MAEA Supplies – These will be for training opportunities, real life if necessary.

- MCI/MAEA Tags – More tags will be purchased for additional trainings for all facilities.
- Contractual –
  - Training – Decon Train the Trainer training was recommended. Andrea has discussed with a vendor and if we want it, they'll bring it, but if there are not dedicated people here wanting to do the training and keep up on it, it would not be worth our money. She asked for 1-2 people from each hospital that may be interested in this. Jennifer Connolly said that this can be difficult with the schedules of the workers at hospitals, with all the training, planning, classes, etc. that need to occur. This may also be an opportunity for a member of the TRIAD team that might wish to get into the hospital side of things. This is a place setter at this time, so there is time for people to make the commitment. Andrea is waiting for a quote to come back for regular training, to do a comparison on whether or not this is even a viable option. Tammy Oliver brought up the fact that this is definitely a gap and she would like to see the outline, to see if it would be something feasible for them. Jim Freed mentioned that Anniston offers these classes for free as well. This is a training that Andrea has attended and found very beneficial.
  - Exercise Development – Money has been set aside for help in developing an exercise, but since Andrea will more than likely do the development anyway, the plans are to use the money for the physical set up of the exercise. The PODs that are owned by the State and some stored at REMSA, will be set up for the Alternate Care Site Exercise. This way, people will be able to see how these are set up, how things fit inside them, etc. and how to see how this all operates.

**V. REVIEW OF GOALS AND OBJECTIVES – A. Esp**

This is a standing agenda item. There are a few outstanding items that Andrea will follow-up on before she goes on maternity leave. Everything through June 30, 2019, is on this chart.

**VI. RESPONSE PLAN UPDATE – A. Esp**

There have been three meetings for the Response Plan Guidelines. The plan has been changed from being a plan to being a guideline, as the determination was made that IHCC is not a response entity at this time. This will be a look at how we do things right now. Everything is on schedule at this time, with the Section 3 review to be held this afternoon. The final revision, without the current HVAs and gap analysis information, is anticipated for July 30 and will be sent out to the group for review. The updated HVAs and gap analysis information will be included after each takes place and is received in the fall of this year. This should allow for the guidelines to be completed and ready for approval at the December IHCC meeting, to be effective January 1, 2019. The second phase of this, to take place next year, will be to turn this into a plan, thus becoming a response plan.

**VII. IHCC REDUNDANT COMMUNICATIONS DRILLS – A. Esp**

The Coalition needs to test 2 different modes of communication at the same time, twice per year. Most drills have the means for a backup, but it typically is not necessary, so doesn't get tested. There are many methods of redundant communication available, including 800 MHz and Ham radios, along with fax, phone, email, etc. There was discussion of some of the methods for testing, including VESTA, WebEOC (to become more familiar with it), including using the OSCAR Form. Situational awareness will be through WebEOC in response. These can be tied to an exercise or

not. The group voted to have the first exercise as a VESTA and WebEOC exercise. WebEOC is intuitive and can be set up quickly for anyone not already in the system. This will be an exercise occurring during working hours and Andrea will send out the exercise information, along with the date and time selected for it. She will also send out the Healthcare User Guide for WebEOC, which helps for using the system.

**VIII. ALTERNATE CARE SITE FULL-SCALE EXERCISE APRIL 2018– S. Applegate**

To go along with the new Alternate Care Site Plan, which is currently in development, the committee determined that they would be interested in having a full-scale exercise to test the plan. This will occur in the spring, allowing for time to complete the plan and updates to be made before the end of the fiscal year. The first planning meeting will occur October 16, the mid-term planning meetings will be November 15 and January 17, with the final planning meeting taking place March 7. The exercise will be in April 2019. The anticipated set-up will include three separate locations in the region.

**IX. NO-NOTICE COALITION SURGE EXERCISE – A. Esp**

It is time to begin planning the next surge exercise, including the hospital surge, which surges the hospitals, along with the coalition surge, which focuses on evacuation. The last no notice exercise combined the two. The Alpha Plan will be going to effect in October 2018 and tabletops and workshops will be held this fall, so this scenario will be looked at for the exercise. The Quad County Coalition has expressed interest in doing their exercise the same time as ours. This will make it more difficult for them, as they will need to look at alternatives. This will force work with not only our MAEA, but the State plan, HEA. The window of time that works for local facilities is the February – March timeframe. Therefore, the exercise will be planned for some time during that time period. The pre-hospital component of the exercise will include Law Enforcement, etc.

**X. REVIEW OF 800 MHz AND HOSPITAL NET CHECK-INS – B. Dayton/A. Esp**

The participation rate for the 800 MHz and Hospital Net check-ins is very poor. Some of the reasons for this may include not enough people trained to cover if people are out and not enough people familiar with the equipment. Andrea asked how this can become more beneficial for the participants. Dr. Todd indicated that the exercises are a bit boring and asked for suggestions on how to make it more meaningful. Possibilities: consider a weekly theme (i.e. report on a different statistic each week) or not limiting the contact to voice, but something else. Bob Miller has indicated that he has offered multiple times to work with people on equipment at the REOC, to help them become more familiar with it. Packet communications are something that can be a good resource, and people need to be trained on this. The hospitals have capability for packet communications. Bob is willing to set up training for any facility needing it at any time. Please contact him if interested. Andrea indicated that WCHD has reached out for updated contact information for facilities, to include those who would be using Ham Radio, etc. This hasn't been a priority in the past, but will be worked on in the future. Brittany Dayton indicated she will also be happy to come to any facility to help them with their equipment or to assist with performing a radio test on a date. If a facility would like her to come for a radio test, she needs advance notice, to make sure she is at the facility the day of the test and can accommodate all requests. Please let Brittany know if you are interested in this.

**XI. WASHOE COUNTY HEALTH DISTRICT UPDATE – WCHD Staff**

Brittany Dayton has completed the MCIP and Alpha Plan updates, they have been approved by the Board and are expected to go into effect on October 1, 2018. The Alpha Plan is an annex to the MCI Plan that is for major incidents (over 100 patients) or for multiple location incidents. These plans are up on the Health District web site. She has sent out a short training about this with the expectation that the changes will be discussed with staff.

Brittany will begin the revisions to the MAEA Plan, with the first workshop to be held August 30 at 9:00 a.m. An email has been sent out with this information. Brian Taylor and Brittany will be having an MAEA technical training on August 22 at 1000 a.m. **Andrea will send out an email to the group with the information on it and link.**

In July, an additional facility, Advanced Healthcare of Reno, signed onto the MAEA. They focus is primarily short term rehabilitation. The total is 10 facilities signed on at this time.

Department of Homeland Security worked with FEMA and Carson City DEM and did an exercise in Carson City, with FBI and several law enforcement personnel in attendance. The event was an outdoor concert at Harvey's, which is a typical event for the area. It included a shooting and explosion. This exercised many things, due to the location. After the meeting, Brittany scheduled a meeting with Carson and Douglas, to discuss the Alpha Plan with them and invite them to participate in the workshops this fall, to have more of a regional response. Therefore, while an incident may happen here, it is important to talk with border counties. She is considering a similar incident to the above, to include other regional plans. NVDEM is currently working on a terrorism annex to their Statewide Comprehensive Emergency Management Plan (SCEMP), which is a State level plan.

Dr. Todd discussed an outbreak of Clostridium perfringens at a large employer. It was an employee event, partially catered and partially pot luck. When cooking food for large groups of people, the maintenance of the food temperatures is more challenging. It is believed that may have been a contributing factor to this event.

Stephen Shipman discussed the upcoming POD season. This will occur during vaccination season, but they are planning to add in the dispensation of anti-viral medications this year. Please keep this in mind, if you are interested in participating in a POD event, please contact Stephen.

Andrea Esp discussed the HVAs and Gap Analysis survey. These will be due October 18. Facilities will receive their survey responses from last year, along with the new survey, by email about October 2. Facilities will also get the revised HVA template. This due date will give enough time to review and update the Response Planning guidelines with the results.

The Ambulatory Surgical Centers exercise is coming up on July 25. There are 4 surgical centers and 4 hospitals participating. The exercise will focus in emergency credentialing of staff and will look at how to standardize the process for future incidents. It should also help with the building of the Alternate Care Site Plan, where the movement of personnel and disposable goods is concerned.

## **XII. WASHOE COUNTY EMERGENCY MANAGER UPDATE – A. Kenneston**

Kelly Echeverria introduced herself as the new Program Coordinator for the Emergency Manager.

**XIII. ALPHA KITS DEMONSTRATION – REMSA**

Tyler Baker discussed the contents of the Command and Alpha Kits that were approved and ordered by this group. These kits still need to go through the legal process and MOUs need to be signed. Once this is completed, the kits will be distributed.

**XIV. REVIEW HVAS – Group**

No new HVAs.

**XV. NEW BUSINESS AND FUTURE AGENDA ITEMS – Group**

Danika Williams thanked Andrea for her on timely and complete reports on successes and progress on the group activities.

Danika mentioned that the State has sent out technical bulletin information on HIPAA use during an emergency. **Andrea will forward this information to the group.**

The State has also sent information regarding nerve agent MCM guidance, which was passed on to the group. Danika wanted the group to be aware that the State is working on updates to this specific to our State, which will supersede the previous document sent out, when it is available.

The State has finished the annual trauma report and it will be shared with Andrea to send out to the group.

The meeting was adjourned at 9:15 a.m.